Report For Week Ending 3 July 1956
RECORDS CENTER

During this week the following accessions were made:

|  |  |  |  |
|---|---|---|---|
| COMPT | 39 | Cu. | Ft. |
| ORR | 23 | " | " |
| OTR | 1 | " | " |
| DD/P | 137 | " | " |
| OCR | 27 | " | " |
| OO | 1 | " | " |
| OSI | 1 | " | " |
| Sub-Total: | 229 | Cu. | Ft. |
| Finished Intelligence | 145 | " | " |
| Total: | 374 | Cu. | Ft. |

| | | | |
|---|---|---|---|
| Records Holdings | 16,656 | Cu. | Ft. |
| Distribution Material Holdings | 11,258 | " | " |
| Total: | 27,914 | Cu. | Ft. |

| | | | |
|---|---|---|---|
| Distribution Material Disposed of at Center | 10 | Cu. | Ft. |
| Records Disposed of at Center | 0 | " | " |
| Records Transferred from Center | 0 | " | " |

a. Accessioning

25X1A9a

The Center received 2 cubic feet of old Administrative Issuances from ███████████, DCI. This material will be screened and interfiled with Administrative Issuances already in the Center. Some of these issuances may prove to be of archival value.

b. Reference

Continuing progress is being made on the projects undertaken by the Center's personnel. Many of these projects have been prolonged because of vacationing and training of personnel. These projects are listed in the Weekly Report of 8 May 1956.

c. Disposal

The Center has disposed of more than 60 cubic feet of material during the week leaving approximately 190 cubic feet of material in the disposal area for destruction.

d. General

In-Service Training is still at a standstill due to Center personnel being on vacation.

All Center personnel have been rotated between the various sections in the Center. This rotation of personnel has vastly improved the knowledge and know-how of the Center personnel, therefore, proving to be a distinct asset to the Centers operation.
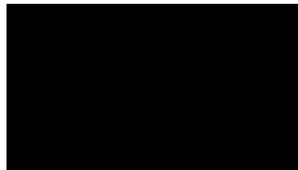
~~CONFIDENTIAL~~

25X1A9a

     Mr. ███████ has finished his training at Headquarters and will resume his duties at the Center after a two week vacation.

     The Architect and Engineering drawings of the plans and specifications for the addition to the Records Center are being prepared by ██████████████████████████.

25X1A5a1

     The Center had the following visitors during the week:

25X1A9a

| ████████████ | |
|---|---|
| | OS |
| | OS |
| | OS |
| | RMS |
| | RMS |

███████████████████

25X1A9a

Chief, Records Center

~~CONFIDENTIAL~~